



# **YEARLY STATUS REPORT - 2022-2023**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**MAR GREGORIOS COLLEGE OF ARTS & SCIENCE**

- Name of the Head of the institution **DR. R. SRIKANTH**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **044-26533140**
- Mobile no **9444455112**
- Registered e-mail **mail@mgcchennai.ac.in**
- Alternate e-mail **iqacofficial@mgcchennai.ac.in**
- Address **BLOCK NO.8 COLLEGE ROAD MOGAPPAIR WEST**
- City/Town **CHENNAI**
- State/UT **TAMIL NADU**
- Pin Code **600037**

#### **2.Institutional status**

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
  
- Location **Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **UNIVERSITY OF MADRAS**
- Name of the IQAC Coordinator **MRS. S. SHANTHA**
- Phone No. **044-26533140**
- Alternate phone No. **044-26533140**
- Mobile **9841327717**
- IQAC e-mail address **iqacofficial@mgcchennai.ac.in**
- Alternate Email address **shanthamgc@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** [www.mgcchennai.ac.in](http://www.mgcchennai.ac.in)

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: [YES](#)

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B++</b>	<b>2.97</b>	<b>2022</b>	<b>26/07/2022</b>	<b>25/07/2027</b>

**6. Date of Establishment of IQAC** **14/11/2016**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

1. Motivating the Departments to conduct more workshops, seminars and guest lectures 2. Encouraging the Departments to conduct skill development program to initiate startups 3.signing of MOUs for conducting various activities 4. More Usage of ICT tools

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Preparing the Institute for the Peer team visit for the first cycle of accreditation	Accredited with B++ grade (2.97)
Activities for enhancing career and student progression.	Career guidance training program conducted Increase in number of students placed
Enhancing Online Teaching Learning	All faculty were trained with online teaching and e-content generation
E content preparation	E content uploaded in the website
Departmental Visits by IQAC	Internal academic audit was conducted
Quality enhancement Initiatives	Institution Registered under IIC-MOE
Orientation to new faculty	The newly recruited faculty were given training for teacher enhancement

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Meeting	20/04/2024

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	MAR GREGORIOS COLLEGE OF ARTS & SCIENCE
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• Mobile	9841327717				
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• Alternate Email address	shanthamgc@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.mgcchennai.ac.in">www.mgcchennai.ac.in</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="#">YES</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.97	2022	26/07/2022	25/07/2027
<b>6.Date of Establishment of IQAC</b>			14/11/2016		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Motivating the Departments to conduct more workshops, seminars and guest lectures  2. Encouraging the Departments to conduct skill development program to initiate startups  3. signing of MOUs for conducting various activities  4. More Usage of ICT tools</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
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Orientation to new faculty	The newly recruited faculty were given training for teacher enhancement	
<b>13. Whether the AQAR was placed before</b>	Yes	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Staff Meeting	20/04/2024
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	13/02/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Mar Gregorios College planning to initialize students exchange programme with advanced combination of subjects during the undergraduate course. It will kindle interest to choose various careers among the students of their choice. It also awakens their thought process, intellectual growth, personality enrichment, leadership quality, disciplined commitment towards the well-being of the society. Along with that, this new way of approach enhances the professional growth of the teachers and can produce more aspiring young minds towards academics. This helps the institutions to collaborate with the foreign institutions and leads to multidisciplinary education. It can change the intellectual curiosity of the students to a broader view of the chosen discipline. Application of NEP 2020 will shape the young minds towards the growth and brighter side of India.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>NEP 2020 is a transformative and ambitious policy in terms of the access and equity that it envisages. Lateral movement for the students across the institutions to continue the studies is seen as an option to enable a person to pursue studies until one secure higher degree and get settled in the career. MGC is affiliated to University of Madras and the Degrees are awarded by the University. Hence if the University adopts ABC, MGC will explore the registration in Academic Bank of credits.</p>	
<b>17. Skill development:</b>	
<p>Skill development is significant to improve employability and growth of the students. It facilitates a cycle of high productivity, increased employment opportunities, income growth,</p>	



and overall development. Based on the guidelines received from UGC (University Grants Commission), on the completion of one year of National Education Policy (NEP) 2020. Entrepreneurial development cell of Mar Gregorios college is conducts various seminar, Training and workshop on Jewellery making, Bakery product making, Photography Video editing, Gardening, Mobile servicing as a part of skill development programme. Apart from this, Arts department planned to provide experiential learning to motivate the students to choose their career as Entrepreneurs.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Some of the present courses like foundation course, Environmental studies are related with some social aspects of Indian society and these courses are integrated with the curriculum. However, the institute is planning to make collaborations with some specialized institutes like Yoga centres, to teach Yoga as Indian culture. A plan is made to implement traditional sports like Silambam; dance form- Karagam; music- Natupura songs on the day of pongal/onam/celebration etc. This idea will promote interest among the students regarding Indian culture and tradition. Students will be motivated to take up NPTEL Courses related to Indian Language and Culture.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

MGC has been offering a curriculum provided by University of Madras that has been designed to focus on outcomes called 'Outcome Based Curriculum Framework' and defined goals to be achieved by the students. This curriculum focuses on providing students the best theoretical knowledge as well as skills required for their life after college. This ensures that each paper in the curriculum gives necessary practical skills to the students and does not confine them to their textbooks. NEP focus on outcome-based education which are also structured around well-defined learning outcomes and help students gain more supplementary knowledge. MGC College also offers various add-on in both offline and online modes and are aimed at providing students with the kind of skills and knowledge necessary to make them successful candidates in the job market.

**20.Distance education/online education:**

The pandemic has increased awareness and reach of Online education. The Faculty of the College are also involved in creating E-Content, which can be accessed by our students through college website. The College library also subscribes to INFLIBNET

which provides unparalleled access to innumerable resources at the click of a button. Textbooks, reference books, research journals, and a lot of supplementary reading materials can be accessed very easily.

Mar Gregorios College is Creating awareness among the students regarding free online courses provided by top famous University around the world and also Motivating the students and staff to take at least one NPTEL and MOOC Course per semester.

## Extended Profile

### 1.Programme

1.1	<b>447</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	<b>2807</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>833</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>961</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1 Number of full time teachers during the year	107
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	107
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	48
4.2 Total expenditure excluding salary during the year (INR in lakhs)	410
4.3 Total number of computers on campus for academic purposes	168
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The institution is affiliated to University of Madras and follows the university's prescribed curriculum.</p> <p>Curricular Planning and Implementation is critical to any institution's success.</p> <ul style="list-style-type: none"> <li>Students are provided with 20 programmes under Choice Based Credit System (CBCS). As the institution is affiliated to the University of Madras, the academic curriculum for each</li> </ul>	

course is determined by the University of Madras.

- IQAC ensures the planned and structured implementation of the curriculum. Format of lesson plan which is designed adhering to the benchmarks of Outcome Based Education (OBE) is distributed to all the departments by IQAC.
- The heads of the department will submit the plan for curricular and co-curricular activities. All academic plans are approved by the Principal and monitored by the Dean of Academics and the Vice Principal. Department Meetings reviews previous results and finalize subject allocation, time table, department annual plan.
- Department categorises the students as slow and advanced learners. Slow learners are supported with remedial classes', bilingual explanations, individual counselling and mentoring. Advanced learners are made engaged in peer teaching, seminars, and presentations.
- Various Guest lectures, workshops, seminars are conducted and resource persons from other educational institutions/industries are invited to understand the curriculum better.
- Add on courses were provided to all the students to enhance their knowledge.
- Orientation programmes are conducted for faculty members and they are encouraged to register for online programmes through SWAYAM - NPTEL portal and completed individuals are appreciated

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://aqar-2022-23.mgcchennai.ac.in/Welcome/Files/16">https://aqar-2022-23.mgcchennai.ac.in/Welcome/Files/16</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

An academic calendar of the Institute is prepared in accordance with the academic calendar of the University of Madras.

Every academic year begins with the preparation and distribution of an Academic Calendar to teachers and students. Academic Calendar spells out major College events, public holidays, number of working days, Unit Test Continuous Assessment Schedule, Department Seminars, University Practical and Theory Examination

schedule etc.

- Each Department prepares its Action Plan and Time Table for each semester.
- Lesson plan is prepared with the Academic Calendar
- The academic calendar after being approved by the principal is uploaded on the college website, displayed on notice boards, and communicated to students.
- A Question bank for each subject is prepared and kept in the Department for the benefit of the students.
- The dates of Internal Assessment Tests, model examinations, and model practical's are mentioned in the academic calendar. The time table of the Internal Test is scheduled by strictly adhering to the dates decided in academic calendar
- Lesson Plan is prepared in accordance with the Academic Calendar for effective curriculum delivery

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mgcchennai.ac.in//admin/pdf/Students_Hand_Book_2022_(10-10_correctin)-231.pdf">https://mgcchennai.ac.in//admin/pdf/Students_Hand_Book_2022_(10-10_correctin)-231.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

336

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

336

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In a bid to vitalize the art of learning, the institution integrates cross-cutting issues relevant to Media Ethics, Professional Ethics, Gender, Human-Values, Environment, and Sustainability, into the curriculum.

##### PROFESSIONAL ETHICS:

- Courses on Language and Communication Skills, Life and Managerial Skills,

Spoken and Presentation skills, Personality Development enhances students' skills in

communication

##### GENDER SENSITIZATION:

Women's writing in the Syllabus of Department of English shows the plight of women of today, yesteryears and yester century. It asserts the fact that, education for all women' alone can challenge the Patriarchal Society and put an end to the regime of male chauvinism.

##### HUMAN VALUES

- Value Education plays a vital role in reviving back the lost ethics in the modern world. The virtues like truth, commitment, honesty, integrity, forgiveness, Love-Empathy, care, unity and ability to sacrifice are cultivated to the great extent among the students. Further, a special initiative is taken by the Prayer Cell to promote Spiritualism and Ethics among the students through Bible Reading every day.
- The course on Disaster Management helps the students to face

and prepare for the drastic situations like floods and cyclone.

- The Course Social and Psychological Foundations for Social Work addresses social issues such as corruption, malnourishment, child abuse, violence against women, human trafficking, and communalism and so on.
- ENVIRONMENT AND SUSTAINABILITY
- Environmental Studies focus on imparting knowledge to the students on components of environment, ecosystem, sustainability, sustainable development and resources. Students inculcate themselves the responsibility of preserving environment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

794



File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://iqac.mgcchennai.ac.in/Welcome/feedback">https://iqac.mgcchennai.ac.in/Welcome/feedback</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://iqac.mgcchennai.ac.in/Welcome/feedback">https://iqac.mgcchennai.ac.in/Welcome/feedback</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

941

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

877

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has well-planned multi-level strategies that are implemented from time to time to address the issues of diversity in students' learning levels.

The actual classification of students into slow, average and advanced learners is based on their performance in the first internal examinations and a continuous follow-up taken up thereafter till the semester final exam by the concerted efforts of teaching faculty, course coordinator and Head of the department.

Parents are invited at the end of semester to interact with concerned Class mentors and course handling faculty members to discuss the progress of their wards. Mentor-mentee relationship is followed in our institution. This is to help and to identify the slow learners as well as the advanced learners from each batch of each year and every course. The departments evolve their own strategies including supply of simplified study materials and question banks for effective learning.

Simultaneously, Advanced learners are encouraged to enrol in MOOC

Courses - Swayam, and encouraged to participate in extra-curricular activities, exhibitions and cultural competitions. Organizing seminars, workshops by in house students to provide them a platform to showcase their talents and boost their confidence.

Students, who secured Ranks in the University Examination, are honoured with Medals on the Annual Day.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2808	107

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our college strives to integrate experiential, participatory, and problem-solving methodologies by devising innovative teaching-learning methodologies that bring a profound learning experience for the divergent students in the digital era.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Language Lab, Industrial Visits, Management and Marketing Activity, Field Work, Discussions and debates on contemporary issues and Projects are some of the means utilize by the Departments to provide experiential and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are submitted by students to enhance confidence, develop writing skills. Seminars, which form the second component of internal assessment, help students

present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.

Apart from these, many programmes involve students in field work, internship, projects and so on- as part of curriculum which help students acquire experiential learning and problem-solving ability.

All the Departments encourage their students to gain and increase problem-solving skills and motivate them to participate in various inter-college and intra-college technical competitions.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mgcchennai.ac.in/Welcome/Library">https://mgcchennai.ac.in/Welcome/Library</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution is using the different methods of teaching based on the need of the learners and the subject taught. The faculties use conventional methods like lecturing, which is teacher centred and other methods which are interactive. The faculty use ICT enabled classrooms with LCD projectors, PowerPoint presentations, Video clippings, video demonstrations from online sources apart from providing reading materials and other methods for effective teaching-learning process to expose the students to advanced knowledge and practical learning.

The teachers are encouraged to prepare E-Content for the courses handled which is also uploaded in the college website for student access.

The labs are updated with new software like Python, MATLAB, Microsoft Office, the latest Excel utility. Digital Library resources (KOHA, OPAC, NLIST, and INFLIBNET) are also provided for students and faculty. Seminar halls are equipped with all digital facilities.

Online Classes are conducted through Google Classroom when there is a need.

Various seminars, workshops, conferences, and guest lectures are

organised by various clubs and departments. These programmes are conducted through G Meet.

The college is 'going green' and saving paper through the extensive use of ICT resources and other computing and storage facilities such as Google Drive. The students and faculty make use of email, group mails, and social networking tools for instantaneous communication and information transmit.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

104

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

107

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### **2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

##### **2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

#### **2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

##### **2.4.3.1 - Total experience of full-time teachers**

727

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### **2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

MGC has carefully devised a continuous assessment program wherein the students are constantly evaluated to ensure their competence in their academics. The students are given proper awareness regarding internal assessment at the time of their induction and initial orientation programmes itself. The schedules of internal assessment components such as test papers, seminars, assignments, and viva voce etc. are also made known to the students in advance.

The college handbook and the website provide them with an elaborate description about the evaluation process. A teacher is assigned for each course, who will be responsible for the evaluation of various components of the assessment process. Each semester, two internals, assignments, seminars are conducted and feedback is given to each student after identifying their drawbacks and strong points. Re-tests are conducted for the benefit of weak students and students who require remedial teaching are identified based on their scores. Towards the end of each semester, students are marked based on their overall performance in the mentioned assessment system.

All the activities of students are developed after keeping in mind the difficulty levels for slow, average and advanced learners. The college makes sure that the entire process is done in a transparent manner so that all students get an equal and fair chance of performance.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://mgcchennai.ac.in/Welcome/InternalExaminations">https://mgcchennai.ac.in/Welcome/InternalExaminations</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students' grievances and complaints regarding internal exams are clarified by the exam committee at the college level. The examination committee constitutes of Principal, COE, senior faculty and other teaching members address grievances related to CIA.

Marks secured by the student in each course is verified for correctness. In case of any discrepancy, the teacher verifies the marks and rectifies if required. If the student is not satisfied, then he/she approaches the HoD for solving the issue who in turn

seeks clarification with the course teacher and resolves the issue. Further, if the issue is not resolved, it is referred to the Principal through COE who is the final authority to decide on the course of action.

Grievances based on hall tickets and details furnished in hall tickets, such as spelling errors, date of birth, and other omissions are addressed to the concerned H.O.Ds and in turn submitted to the COE and it is sent to the notice of the university through official communication by the Principal. The grievances caused during external exams are addressed and represented by the COE of the college to the University of Madras.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College is affiliated to the University of Madras and follows the curriculum as designed by the respective University. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students.

Programme Outcomes (PO) were formulated reflecting the Vision, Mission and Strategies of the College and the UGC guidelines on Graduate Attributes. While formulating POs, the College considered academic excellence, research potency, scope of extension activities, human values, livelihood generation, and recent trends in the job markets. The suggestions of the alumni and other stakeholders were also taken into account.

Every department follows the Programme outcomes (PO) and course outcomes (CO) for their respective disciplines. During the departmental meeting, the heads of the departments discuss with the course teachers about the different opportunities that are accessible to the students when the programme is over.



The students are oriented during the pre-admission process about the Higher Educational Opportunities and Employment opportunities of all the programmes. The course objectives are communicated the website of the institution. They are also communicated along with the syllabus copy presented to the students. The same has been displayed in the Department. This gives an opportunity for the learner to understand what can be expected from the program.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://mgcchennai.ac.in/Welcom/ProgramOutcomes">https://mgcchennai.ac.in/Welcom/ProgramOutcomes</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution is very particular about the attainability of POs, PSOs and COs. The college is affiliated to the University of Madras which prescribes the syllabus. The course outcomes are largely determined by the University. still, the college takes great care, handles and covers the syllabus in such a way that the students can get the utmost benefit from the course. Fixation of course outcome enables the institution to make the syllabus suitable and useful for the students. The attainment of course outcome is measured from the students' performance in continuous, internal assessment tests, class tests and semester end examinations.

The programme outcomes are wholesome ones the attainment of which can be summative measured by the students' performance in curricular and co-curricular activities.

The college conducts result review meetings and assesses the attainment of programme outcomes. The attainment of programme specific outcomes are measured from the number of students getting selected in the campus job interviews and joining PG courses. The summative assessment is calculated by the effectiveness of the learning outcome of the students reflected by their academic performance through their CGPA.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/RESULT_ANALYSIS.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/RESULT_ANALYSIS.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

827

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mgcchennai.ac.in//admin/pdf/Annual_Day_Report_22-23.pdf">https://mgcchennai.ac.in//admin/pdf/Annual_Day_Report_22-23.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/SSS\\_Questionnaire\\_and\\_Report.pdf](https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/SSS_Questionnaire_and_Report.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution constantly strives to inculcate creative thinking habits in students and staff to meet current global demands and

expectations. The college has created an innovation ecosystem wherein both teacher and student innovators are encouraged to come up with new ideas. Several methods are adopted to achieve this which includes Industrial visit, entrepreneurship development activities and encouraging intellectual property generation.

The college has a well-equipped library and has subscribed to NLIST which can be accessed by the students and teachers. The students are doing projects and internships as part of their curriculum.

To bridge gap between academic, research industry and commercial sectors several activities have been carried out through industry institute interactions. Experts from various sectors invited to the college to deliver seminars and lectures.

The students and faculty upgrade themselves by completing courses on latest technologies through NPTEL Local Chapter.

MGC is registered under The Institution Innovation Council in the year 2022, an initiative by the Innovation Cell of the Ministry of Human Resource Development, Government of India. The Council includes members from students, teachers, industry and Patent expert. Several activities are conducted through this Council to motivate and promote creativity and innovation among students and faculty members.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Education to poor and under-privileged children is the motto of Mar Gregorios College of Arts and Science. The college organizes several extension activities to promote institute-neighbourhood community to sensitize the students towards community needs.

The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

In accordance with the motto, social welfare activities are organized through the Student Wings like National Service Scheme (NSS), National Cadet Corps (NCC), Youth Red Cross (YRC), Red Ribbon Club (RRC). The NSS Unit extends its helping hands to the people in need through Swachh Bharath, Digital India, and Fit India Movements. Various programmes on Self Defence and Yoga, Health and Sanitation, Eye and Blood Donation camps, street plays and rallies were organized regularly to create awareness to the public and student community.

NCC, a voluntary programme under 13 TN Bn, conducts training camp to introduce cadets to a regimental way of life and helps in developing camaraderie, leadership qualities and self-reliance.

Apart from academic and training aspects, the Cadets participated in the Republic Day Parade held at Delhi and Tamil Nadu which added yet another feather in the cap of NCC.

RRC aims to instil charity among the students and to donate blood to the needy.

All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self-confidence of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

17

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1164

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

6



File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

#### Academic Blocks

1. 48 well-ventilated and spacious classrooms with comfortable furnishings
2. Conference Hall accommodating 150 students
3. Mar Ivanios Hall, with a capacity for 400 students
4. A Seminar Hall accommodating up to 200 attendees

#### Additional Physical Facilities

- An Audio-Visual room equipped with a processor, projector, speakers and a microphone
- A Television Production Room with a computer and speaker
- An Edit Room, equipped with three computers
- Power generators to ensure uninterrupted power supply
- A recently refurbished canteen, Gregoritaria with a seating capacity for 150 students and 25 staff
- Separate restrooms for both girls and boys are provided on each floor

#### Laboratories

- Multimedia lab, with 44 systems, a projector, LAN, and internet connectivity

- Computer Science Lab featuring an array of 94 computers, an additional 74 computers with LAN and internet access
- Language Lab, equipped with 25 computers
- An Electronics Lab, stocked with digital, microprocessor and microcontroller kits
- A well-stocked library with books, journals, magazines, newspapers, e-resources, 13 computers with internet access

Collectively, these facilities establish an effective atmosphere for teaching and learning within the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mgcchennai.ac.in/#">https://mgcchennai.ac.in/#</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

In the pursuit of conquering uncharted peaks in the realm of sports, the administration has meticulously provided all the necessary resources to facilitate sports activities. The college boasts an extensive playground spanning 60 by 120 square feet, catering to both outdoor and indoor games.

The campus facilities empower athletes to partake in competitions at various levels, including zonal, inter-zonal, university, district, state, and national tournaments and students have won many prizes and awards.

#### Gymnasium

The college boasts a well-constructed gymnasium, providing students with the means to uphold their physical and mental well-being.

#### Cultural Activities

The college is equipped with Indoor and Outdoor auditorium for conducting cultural events.

The college houses a dedicated Cultural Committee that ensures

active student participation in inter-collegiate cultural contests. Annually, the campus hosts Suvadugal (Shift I) and Vizhuthugal (Shift II), both serving as intra-college cultural extravaganzas aimed at showcasing the latent talents of our students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mgcchennai.ac.in/#">https://mgcchennai.ac.in/#</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

780

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The MGC Digital Library is a hub of knowledge and information, serving to not only exponentially accelerate education but also inspire the creative imagination and talents of students with an extensive collection of books. This institution's library spans 1,356 sq.ft, offering a reading room with seating for 56 individuals. Access to the library is available from 8:30 a.m. to 5:30 p.m.

In 2021, the library underwent a complete automation process with the implementation of Bar code technology and the utilization of ILMS software called "KOHA" with Full Automation Version 18.05.

The library staff assists students and teachers in locating books and maintains a noise-free environment to ensure an undisturbed reading experience. The library's collection boasts 17,361 books and is integrated with the N-LIST program. Additionally, the library is equipped with RFID tags for books and RFID readers.

Amenities for both students and staff include a spacious reading area with 10 reading tables, 53 book racks, 4 almirahs housing reference books, a periodical rack for journals and magazines, and 11 computers with internet facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://mgcchennai.ac.in/Welcome/Library">https://mgcchennai.ac.in/Welcome/Library</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

150

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The utilization of innovative tools has become a vital component of the teaching and learning process in higher educational institutions.

Internet facilities are available throughout the college,

including in its library. The college continually establishes and upgrades its information technology (IT) infrastructure and associated facilities.

Most of the classrooms and all theseminar halls are equipped with ICT facilities, including LCD screens, Wi-Fi, and LAN connectivity.

The institution actively promotes the extensive use of ICT resources, encouraging both staff and students to develop and employ computer-aided teaching and learning materials. ICT-enabled teaching methods are the preference and practice of the majority of staff members, with an emphasis on the audio-visual mode of instruction in all departments.

The integration of Wi-Fi-enabled teaching tools is introduced by faculty members to meet the contemporary demands of society.

. The network is effectively managed and controlled by a high-end server. Over the last five years, the college has acquired new computers with the latest configurations, all equipped with an internet connection boasting around 50 MBPS bandwidth.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

165

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

283

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution has established several committees dedicated to the upkeep and enhancement of its infrastructure. These committees meet at regular intervals to address the requirements and needs related to the institution's physical assets.

##### Administrative Committee:

The Administrative Committee, led by the Secretary and Principal, plays a pivotal role in the maintenance and improvement of both physical and academic facilities. It collaborates closely with IQAC to oversee and upgrade these amenities

##### General Maintenance:

The college features a Maintenance Committee headed by Maintenance Supervisor responsible for the coordination and supervision of

physical and academic amenities on campus.

**Brimming Floral Environment:**

The institution is adorned with the beauty of nature, including trees, medicinal herbs, and seasonal shrubs, taken cared for by a dedicated gardener.

**Laboratory Maintenance:**

The Laboratory Maintenance Team, or Lab Assistants, manage the upkeep of various labs, including the Computer Lab, Electronics Lab, Visual Communication Lab, and Language Lab.

**Library:**

The Library Committee, led by the Librarian, oversees the maintenance of the library. This includes managing the accession register and files related to book purchases, periodical renewals, and e-resource management.

These committees and teams work collaboratively to ensure the institution's infrastructure remains in excellent condition and supports the needs of students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**STUDENT SUPPORT AND PROGRESSION**

**5.1 - Student Support**

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

212



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

206

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://mgcchennai.ac.in/StudentsCorner/BestPractices">https://mgcchennai.ac.in/StudentsCorner/BestPractices</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2295

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

2295

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

213

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

151

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

25

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The College considers students' as critical stakeholders in the management and organization of its various functions and activities. The College has established norms for leadership position and representation of students in various committees. The Students' Associations of the College are very active and functions in a dynamic way.

In the beginning of every academic year, the members of the Student Council are elected through an indirect electoral procedure. The Election Officer is appointed by the principal who conducts the election as per the norms of election prescribed. Students of both Shift I and Shift II are given the opportunity to contest for the electoral posts. At the college level, there is a Student Council comprising of Sports, Cultural, Tamil and English secretaries. The inauguration ceremony marks a significant beginning for the newly elected office bearers of the council as they don the mantle of leadership and pledge to serve the institution with responsibility.

The student representatives from individual Department take charge of Inter Departmental activities. The Office Bearers along with

the Convenors and Co-convenors collaborate in celebrating festivals like Christmas, Onam, Pongal and other traditional festivals. Students also actively participate and celebrate the Independence Day and the Republic Day with Patriotic fervour.

Besides, the students are given an opportunity to become members of various committees such as IQAC, Grievance Redressal Committee, Library Committee etc. In short, the contribution of the students at every step has been pivotal in the proper functioning of the College.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in/StudentsCorner/StudentCouncil">https://mgcchennai.ac.in/StudentsCorner/StudentCouncil</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

420

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni play a significant role in strengthening their alma mater,

with values and virtues tinged with academic excellence. Though the Alumni get together and interaction with the current students have been a part of the institution for a long time it became a registered association on the 17/08/2020 under the title "Mar Gregorios College Alumni Association" with registration no: SRG Chennai North 263/2020. The Alumni Association is an active and vibrant body with more alumni as its members. Elected office bearers and the executive committee meets at regular intervals to discuss the activities of the association and the finance related matters. Such meetings are mutually essential for the institution as well as the alumni.

#### Alumni as Resource Persons

Each alumnus considers his or her sole responsibility in shaping the future of their alma mater. Students Training Programmes (SRT) are arranged periodically, and the members of the Alumni association who are in responsible position as HRs in various companies are very much keen on building the Career of their alma mater by providing Placements in various fields.

The Alumni Community always keeps in touch with the College, and it is a close and well-knit body that always has the growth of the organization as its major concern. They share their Expertise in their field of interest, with their alma mater, to enable them to gear up with the competitive world. Alumni make a considerable impact on the functioning of the institution. Their views are respected and taken into consideration.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in/StudentsCorner/OfficeBearers">https://mgcchennai.ac.in/StudentsCorner/OfficeBearers</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

#### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

## 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The College attempts to instill Moral, Spiritual, Ethical and Professional values in its students. This is realized through activities/ programmes such as Value Education, Prayer Fellowship which includes Praise and Worship, Testimony, Word of God, Prayer Request, Rosary Prayer, College Prayer and Choir, and 'Thought from the Bible'.

The college groom's students in various areas in addition to academics to provide a comprehensive and high-quality education. This is achieved by means of projects, Participation in regional and national competitions, Co-curricular and extracurricular activities.

The institution has created ways to put best practices and creative teaching techniques into practice to give students with a quality education and achieve holistic education. The college's governance reiterates the commitments made in its vision and mission as well as those reflected in core values. This include critical and creative thinking, integrity and ethical conduct, leadership values, tolerance of and respect for diversity, developing value- and outcome-based education and encouraging social responsibility

The management and Principal actively participate in General Body meeting for ensuring that the policy statements and action plans are aligned for attaining the mission of institute, disseminates the vision and mission to all stake holders and involve them in forming the policy statements.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in/Welcome/MissionVision">https://mgcchennai.ac.in/Welcome/MissionVision</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

MGC practices decentralization and participative management to achieve excellence by involving faculty, staff and students in all

its activities at various levels. It has a well-designed organizational structure with different bodies and committees and well-defined processes to provide leadership and manage different functions and initiate timely action, in tune with its vision and mission.

#### CASE STUDY

##### The Up gradation of the Library Resources -

Mar Gregorios College is an institution known for its commitment towards academic excellence and student success. The college library plays a crucial role in supporting teaching, learning, and research activities on campus.

Every year students offer suggestions be it textbooks, scholarly journals, or multimedia resources. The suggestions of the students are scrutinized by the heads of the departments and forwarded to the library. The chief librarian makes a close study of the recommendations, classifies, and compiles it department wise and present it to the principal. The principal forwards the same to the secretary. The secretary with the finance departments grants fund to get new sources for the library.

Apart from this every year students are taken to the international book fair which is conducted in the month of January at YMCA, Chennai.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in//admin/pdf/Organogram - Final 30 10 23.pdf">https://mgcchennai.ac.in//admin/pdf/Organogram - Final 30 10 23.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To accomplish the strategic and perspective plan the institutions conducts meeting of the concern committees and perspective plan is put on the floor for the open discussion. After the discussion and feedback from various stakeholder the perspective plan is approved by the Management, IQAC and College Development Committee.

Every year perspective plans are evolved and deployed through



action plans, budget allocation, academic and administrative activities and time to time review of respective outcomes to ensure the attainment of strategic plan.

Internal Quality Assurance Cell (IQAC) is committed to provide quality higher education and student support services through appropriate teaching-learning strategies, evaluation and student-centred activities. IQAC strives to institutionalize and maintain quality in all activities of the organization, including teaching, learning, research and extension.

The Teaching Learning activity at college is supplemented with Industrial Tours, Field Visit and Educational Tours as per the curriculum, which helps in providing practical knowledge to the students. All these steps taken by the institution show a commitment to ensuring that the students receive high-quality education. The periodic monitoring done by the Head of the college through meetings also ensures that there is continuous monitoring of the curriculum taught and remaining.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mgcchennai.ac.in//admin/pdf/committee_list_2022-2023.pdf">https://mgcchennai.ac.in//admin/pdf/committee_list_2022-2023.pdf</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

MGC has a well-defined organizational structure to ensure efficient governance and management through effective decision making. The organizational structure of the College involves leadership at several levels. In such a system, decentralization has been highly effective in taking decisions and implementing them.

The institution has the culture of respecting the suggestion/ feedback given by any member of the college community. The plans proposed are discussed at the respective committees, fine-tuned, and then implemented. Before finalizing any plan, the need for

execution, the resources required and the possible hurdles are carefully taken care of.

Governing body makes all policy decisions regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non-academic activities, also it ensures that they are periodically updated.

Regular student feedback on improving quality of teaching learning process as well as Institutional governance are taken twice in a semester for timely corrections. This feedback is analysed and discussed with concerned faculty in the presence of Head of the Department and Principal.

File Description	Documents
Paste link for additional information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Feedback_analysis_chart.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Feedback_analysis_chart.pdf</a>
Link to Organogram of the institution webpage	<a href="https://mgcchennai.ac.in//admin/pdf/Organogram - Final 30 10 23.pdf">https://mgcchennai.ac.in//admin/pdf/Organogram - Final 30 10 23.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	A. All of the above
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File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The College has many welfare schemes in place for both teaching and non-teaching faculty members.

- Members of staff who have successfully completed the probationary period of service are eligible for Vacation salary for the month of May.
- Permanent staff is eligible for Maternity and Medical leave.
- E.S.I for Staff is promoted
- Towards Provident Fund, the management contributes 12% of the gross pay.
- The Staff Welfare Association receives contributions from both teaching and non-teaching personnel of Rs. 100 and Rs. 50, respectively. All employees are qualified for loans after successfully completing their two-year term. The loan amount is approved based on the gross salary. The loan balance, with a 7.5% interest rate, must be returned in twelve payments. Twelve equal parts comprise the loan amount and interest rate.
- A policy schedule of student safety package insurance is available. Under this insurance plan, a student who suffers an accident can get reimbursement for up to Rs. 35,000 of their medical costs, and in the case of death, the parent of the deceased might get up to Rs. 1,00,000.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in//admin/pdf/MGC_C6_6_3_1_EMPLOYEES_HANDBOOK.pdf">https://mgcchennai.ac.in//admin/pdf/MGC_C6_6_3_1_EMPLOYEES_HANDBOOK.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

12

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A good performance management system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The appraisal report is based on the annual performance of the employees on the basis of three categories:

- (i) Teaching, Learning and Evaluation related activities
- (ii) Co-Curricular, Extension and Professional Development related activities
- (iii) Research Publications and Academic Contributions

Financial support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc.

Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process and necessary action has been taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The annual audit provides the stakeholders an understanding of the current financial situation, which they may utilize to plan and execute future actions.

### External Audit:

The college appoints the external auditor to conduct an audit of the Institute's financial accounts. At the conclusion of every accounting period, a team of trained chartered accountants audits the financial records. The balance sheet, notes on accounts, and income and expenditures are official financial documents.

### The mechanism of external audit:

1. Verifying of Vouchers for the receipts by payments, PO, etc.
2. Verify the salary payment, TDS, Income Tax, EPF, ESI, Professional Tax, Gratuity, etc.
4. Examining the property titles, approvals and fee payments to regulatory bodies.
5. Evaluating fee receipts.
6. Certify the audit reports.

### Internal Audit:

Every Department maintains a stock register and the College's Auditing team for the inventory visits every department to inspect the stock register, equipments, sports facilities, library and administrative offices.

Every academic year, a team of staff members conduct an internal academic audit. Every file kept up to date by the Department has been validated. The auditing team will submit in a thorough report with recommendations and findings, from which the appropriate steps will be done.

File Description	Documents
Paste link for additional information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Audit_Statement_2022-2023.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Audit_Statement_2022-2023.pdf</a>
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College's primary source of funding comes from tuition fees. Based on the costs from the previous year and the effects of inflation over the following three years, the tuition fee is fixed. Every three years, the institution provides with all pertinent information on expenditures and estimates, and the committee sets the tuition fee for each department conforming to the requirements outlined by the university. The college takes into account the salary increases through DA and increments.

Making the most efficient use of financial resources involves following a systematic approach for budget preparation, accounting, systematic purchasing, and bill-settling, as well as frequent periodic audits.

A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the Superintendent before a final decision is made based on parameters like pricing, quality, terms of service, etc.

The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parentteacher meetings.

- The college infrastructure is also utilized as an examination centre for Government examinations/University Examinations.

File Description	Documents
Paste link for additional information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Audit_Statement_2022-2023.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Audit_Statement_2022-2023.pdf</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has made significant contributions to the institution's quality since its inception. Initiatives such as research culture promotion, faculty achievement recognition, feedback analysis and a grievance redressed mechanism were implemented. FDPs have been institutionalized to place an emphasis on enhancing knowledge and professional competence and to keep faculty members up to date with emerging teaching methodologies.

**Notable Initiatives:**

1. Programs for students to advance their careers and obtain



knowledge in their professional paradigms through leadership development and career advancement training.

2. Students' Satisfaction Survey to evaluate aspects of teaching, learning, curriculum, and Infrastructure

3. Training programs for administrative and support staff to promote quality work at all levels

4. Strengthening ties with alumni

5. Feedback from stakeholders

6. Outreach programme to sensitize students.

7. Career enhancement, skill-based training and programs are conducted

8. Remedial coaching

9. Encouragement towards research and publications

The IQAC gives suggestions for making the teaching-learning process more participative by adopting various methods. The faculties are encouraged to use ICT enabled tools and to employ other teaching methods in the classroom teaching.

The College has registered for NIRF and AISHE. The internal and external academic and administrative audits are supported by IQAC. The IQAC carefully examines the action plan and result analysis.

File Description	Documents
Paste link for additional information	<a href="https://agar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Strategic_plan.pdf">https://agar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Strategic_plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and

strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching-learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities, discipline and culture of the Institute.

All students are also given a guided tour of the campus and the various facilities. All students are provided with the Student Diary that provides all details relevant for students. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences.

By recording incremental improvements in various activities, the institution can track its progress over time and ensure that it is continuously improving the quality of education that it provides.

Overall, a well-functioning IQAC can play a crucial role in ensuring that an institution maintains high standards of education and delivers value to its students.

File Description	Documents
Paste link for additional information	<a href="https://mgcchennai.ac.in//admin/pdf/Polices_for_Teach_learnng.pdf">https://mgcchennai.ac.in//admin/pdf/Polices_for_Teach_learnng.pdf</a>
Upload any additional information	<a href="#">View File</a>

<p><b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b></p>	<p><b>B. Any 3 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mgcchennai.ac.in//admin/pdf/Annual_Day_Report_22-23.pdf">https://mgcchennai.ac.in//admin/pdf/Annual_Day_Report_22-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality refers to the equal opportunities, rights and treatment of individuals regardless of their gender. Being a co-educational institution, the college ensures that all students, regardless of their gender identity, have the same rights, responsibilities, and opportunities. The rules and regulations of the college, governing admission, recruitment, administrative, and academic functioning, aim to safeguard the interests of both students and staff without any gender discrimination.

The campus provides a secure atmosphere to ensure the safety of students within the college. Security personnel are stationed at all entry points to restrict and monitor access. Additionally, CCTV cameras are strategically placed in key locations, ensuring continuous surveillance 24/7 throughout the year.

The College provides students with all amenities required for their academic excellence. Lift facility, ramp facility and rest room facilities are provided for Divyangjan students.

Fire safety extinguishers are installed throughout the building at all floors.

Electrical safety is taken care by a qualified electrician. Proper earth with ground rods is available to avoid electric shock.

First aid facility is available in NSS, NCC, Department staff rooms, Sports Room and College office. Liaison has been made with

nearby hospitals for emergency requirements.

Common rooms Girl's common room is provided with all the basic facilities which help the students to have privacy at odd times.

File Description	Documents
Annual gender sensitization action plan	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Action_Plan_Report.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Action_Plan_Report.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Main_Page.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Main_Page.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college makes every effort to foster a cleaner, greener, and healthier environment. In pursuit of this goal, the institution reuses and recycles the waste generated on campus. Various measures have been implemented to manage different types of waste, aiming to protect and preserve our ecosystem.

**College Cleanliness:**

Dustbins are strategically placed, and a dedicated maintenance team systematically disposes waste twice daily, ensuring a clean

environment for both staff and students. In-house repairs are conducted for broken furniture, while electrical items are collected, repaired, or disposed of following e-waste protocols through external vendors.

The non-biodegradable (glass, metal, carbon paper) waste collected in the red bin is disposed of by private agencies. While other wastes collected in the blue bin are disposed of through the Chennai Corporation on a daily basis.

Liquid waste generated from college restrooms, hand wash areas, and the canteen is directed to the soak pit. Utmost care is taken to dispose of the liquid waste in an eco-friendly and hygienic manner. Wastewater from the RO plant is utilized for watering trees and plants in the garden.

Electronic goods are utilized to their optimum potential. Minor repairs are handled by laboratory assistants and non-teaching staff, while major repairs are undertaken by the Technical Assistant, ensuring reusability.

UPS batteries undergo recharging, repairs, or exchanges by the suppliers. Waste compact discs and other non-hazardous disposable items are creatively used by students for decoration during college fests, showcasing the waste management practices instilled in their minds.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students

and the faculty, commemorative days are celebrated on the campus to generate the feeling of oneness and social harmony.

Keeping in mind the great diversity of our nation, the College organizes a Holy Book Reading every year as part of the Orientation Programme, during the inaugural session for the first-year students. The Bible, Quran, and Bhagavad Gita-the three Holy Books of Christians, Muslims, and Hindus-are read by students from the second and third years.

To preserve and foster linguistic and cultural diversity, the KULAM & PULAM Tamil Literary Association promotes and creates opportunities for students to enrich their knowledge of the Tamil language and encourages them to showcase their linguistic skills. The association's activities serve as an eye-opener for students to appreciate the unique elements of Tamil culture and literature.

The UMANG Association of the Hindi Department organizes Hindi literary events, translation activities, poetry, and essay writing competitions as part of the celebrations for National and International Hindi Day.

In this way, the institute endeavours to create an inclusive environment, fostering tolerance and harmony among individuals with diverse cultural, regional, linguistic, communal, socioeconomic, and other backgrounds.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

At MGC, we believe in giving holistic education to the students. and sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means. Our institution takes immense pleasure in promoting Universal Human Values and Professional Ethics, with its core principle being the holistic formation of every student. Each year, the institute celebrates Republic Day on January 26th and Independence Day on August 15th.



These celebrations are attended by students, teaching and non-teaching staff, invitees, guests, and parents. The program follows the regular decorum of flag hosting with the national anthem and an oath of national integrity, followed by the distribution of sweets.

The college also observes Constitutional Day, National Unity Day and Human Rights Day and organizes programs like guest lectures, seminars through NSS. Students are actively encouraged to participate in spreading awareness on social issues such as road safety and regularly engage in cleaning activities.

Annually, the institute organizes blood donation camps and medical camps through the Youth Red Cross (YRC) and Red Ribbon Club (RRC). Students are sensitized to the importance of these activities and encouraged to participate in saving the lives of fellow citizens.

Environmental science constitutes a part of the curriculum, focusing on teaching and evaluation to sensitize students to the preservation of the ecosystem and the environment.

Students are also encouraged to adopt green practices, conserve natural resources, and explore alternative and renewable sources of energy.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/7_1_9_Details_of_activities_that_inculcate_values1.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/7_1_9_Details_of_activities_that_inculcate_values1.pdf</a>
Any other relevant information	<a href="https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/7_1_9_Activities_Report_that_inculcate_values1.pdf">https://aqar-2022-23.mgcchennai.ac.in//admin/ssrfiles/7_1_9_Activities_Report_that_inculcate_values1.pdf</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness**

**A. All of the above**

**programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

Our institution celebrates national days to instill patriotism in students. Celebrating national days and festivals in our college has become an integral part of learning and fostering a strong cultural bond. These celebrations bring students closer to each other's traditions, fostering respect and understanding for customs. MGC has a tradition of celebrating festivals. Furthermore, when students from different regions experience the joy of festivals, it truly enhances Indian culture.

The various departments of the college have celebrated the following days:

National Mathematics Day, International Girl Child Day, World Commerce Day, International Teachers' Day, National Voters' Day, World Science Day, International Happiness Day, International Kindness Day, World Technology Day, International Women & Cyber security Day, French Day, World Mother Language Day, and International Literacy Day.

The various clubs of the institution have also celebrated the following days:

World Environment and Ocean Day, International Day Against Drug Abuse, International Yoga Day, Youth Awakening Day, Unity Day, National Constitution Day, World AIDS Day, National Youth Day, World Radio Day, Nutrition Week, Madras Day, International Fitness Day, World Habitat Day, World Heritage Day, World Theatre Day, and World Blood Donor Day.

The college actively observes significant national days such as Independence Day (August 15), Republic Day (January 26), Teachers' Day (September 5), Gandhi Jayanthi, and Dr. A.P.J. Abdul Kalam's Birthday. Both staff and students enthusiastically participate in all the events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE - I

**Title of the Practice: Five Loaves**

**Objectives of the Practice**

**Sharing is Caring**

- To inculcate the joy of giving.
- To feed the needy.
- To inculcate the habit of giving as a significant attitude booster.
- To enable students to experience happiness and satisfaction by helping the needy.
- To contribute in a small possible way is a sense of moral conscience.
- To teach the importance of giving back to the society.

**The Context**

The aim is to feed the hunger.

### BEST PRACTICE - II

**Title of the Practice: Library User Awards**

## Objectives of the Practice

- To motivate library users by rewarding their dedication.
- To promote library usage.
- To acknowledge information literacy.
- To involve more students.
- To boost student morale and reading habits.
- To improve library services.

## The Context

The aim is to develop reading behaviors within the student community.

File Description	Documents
Best practices in the Institutional website	<a href="https://iqac.mgcchennai.ac.in/Welcome/BestPractices">https://iqac.mgcchennai.ac.in/Welcome/BestPractices</a>
Any other relevant information	<a href="https://agar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Proof of Documents.pdf">https://agar-2022-23.mgcchennai.ac.in//admin/ssrfiles/Proof of Documents.pdf</a>

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Driven by the mission, MGC envisions imparting quality education, equipping skills and promoting creativity with an emphasis on Holistic Development. The 'Adorable Man' behind MGC is BENEDICT MAR GREGORIOS, the LATE ARCHBISHOP of Thiruvananthapuram Arch Diocese whose Principles and guiding force is explicated through his Motto "Sneham Mamadeepam" which means "Love is my Light". MGC follows his footpath in all its activities and continues to work on to fulfil his motto. The Staff and the students are vibrantly contributing and helping the poor and the needy through outreach programs.

Outreach activities empower individuals and communities by providing them with information, resources, and support to make positive changes in their lives. They encourage community members to take ownership of their own well-being and actively participate in decision-making processes.

Outreach activities provide opportunities to collect feedback,

evaluate outcomes, and measure the impact of programs and services.

Various Departments like B.Com, B.Com A & F, B.Com CS and B.Sc. ECS have organized outreach programs and students have actively involved themselves in such activities.

Also NSS students visited the blind school on account of World Braille Day on January 4,2023.

Overall, outreach activities are essential for creating positive social change, promoting community well-being, and building stronger, more resilient communities. They allow organizations to connect with the people they serve, listen to their voices, and work together towards common goals.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- Focusing on addition of Certificate, value added and add-on courses in association with NPTEL, Swayam, MOOC
- Encouraging Faculty to participate in various academic bodies of Affiliating and other Universities
- Encouraging teachers for the effective use of ICT and LMS systems in Teaching, Learning and Evaluation
- Enhancing the infrastructure facilities by adding more number of ICT enabled class room
- Adopting village under Unnat Bharat Abhiyan
- Training on how to use LMS in teaching and Learning
- Establishment of the Incubation Centre
- To construct skill development centre and initiate new start ups.
- To recognize the achievement of Faculty in the field of research
- Counselling session for students and Faculty to reduce stress
- Faculty Empowerment Programme for Teaching Non-Teaching Faculty